



**Request for Proposal**  
**Pre-Employment & Medical Services**  
**For the City of National City**

**RFP Issue Date: April 19, 2017**

**Due Date: June 13, 2017**



## **REQUEST FOR PROPOSAL (RFP) FOR PRE-EMPLOYMENT AND MEDICAL SERVICES**

### **INVITATION**

The City of National City requests proposals from interested, qualified and experienced medical facilities/groups to perform medical services for pre-placement physicals and/or other medical tests or services, as required, for the City of National City and its employees.

Interested and qualified firms who have demonstrated their medical services related to servicing City agencies and their employees are invited to submit proposals. Proposals will be accepted until **6:00 p.m., Tuesday, June 13, 2017.**

Two written and one e-response (CD or thumb drive), including supporting materials, are to be submitted in person at the Human Resources Department, or via US Mail, or express courier. Based on evaluation of the proposals, proposers (all or some) may be invited to an interview process with a panel of evaluators.

Submittals to the Request for Proposal should be addressed to:

Lilia Muñoz  
Human Resources Analyst  
City of National City  
140 E. 12<sup>th</sup> Street, Suite A  
National City, CA 91950  
(619) 366-4309  
lmunoz@nationalcityca.gov

### **TIMELINE**

April 19, 2017	RFP Issued
May 17, 2017	Deadline for requests for clarification
June 13, 2017	Proposals due by 6:00 p.m.
June/July 2017	Interviews (if required)
July/August 2017	Contract Awarded

Please review the RFP thoroughly for these and other dates and an explanation of the requirements.

### **BACKGROUND**

The City of National City, incorporated in 1887, serves approximately 60,000 residents and operates under a City Council/City Manager form of government. Currently, there are approximately 315 full-time employees, and 85 part-time employees. A list of the job classifications can be found on the City's website at [www.nationalcityca.government/hr](http://www.nationalcityca.government/hr)

## **SCOPE OF SERVICES**

The City of National City utilizes medical services for pre-placement physicals (approximately 20 annually), routine DOT exams, vaccines, drug screens, and other services as needed.

(Note: Workers' Compensation medical services are not exclusive to any one medical facility and payment is rendered based on the WCAB labor code.)

## **LENGTH OF AGREEMENT**

The goal is to initiate medical services for pre-placement physicals and other medical services as needed effective September 1, 2017. The contract will commence September 1, 2017 for a period of one year, and at the option of the City may be extended year-to-year for up to a total of five (5) years. Multi-year contracts will be entertained. If multi-year contracts are submitted, please include two (2), three (3), four (4) and five (5) year proposals.

## **QUALIFICATIONS/REQUIRED PROPOSAL CONTENT**

The respondent is responsible for preparing an effective, clear, and concise written proposal. All proposals must contain the following information in the order requested below:

- Letter of introduction with contact information including firm name, address, telephone, facsimile, and Internet address;
- Names and titles of all principals/officers of the firm (name, title, phone number);
  - Description of the firm, including size, locations, number of years in business, and primary services provided;
- Number of years your company has been conducting similar services for City/County/Federal agencies. Include name of clients.
  - Names and number of clients you have lost the last three (3) years.
- Medical fees:
  1. Utilizing Attachment A (as a separate attachment), provide a price quote for pre-placement physicals and other medical services as described.
  2. Review Attachment A and provide your opinion(s):
    - If pre-placement physical exam components for the groups (Firefighter, Police, Labor, and Administrative) should be changed (expanded or reduced). Provide reasons for expanding/eliminating components of the pre-placement exams.
      - Provide a separate price quote utilizing Attachment A and your recommended updated physical exam components associated for those changes.
- Other information you wish to include, including any proposed changes to the Standard Agreement for Services.
- The successful facility(ies) shall be required to present proof of insurance and indemnify the City in accordance with the enclosed "Standard Agreement for Services" form (Attachment B);

The City will not be liable for any costs associated with the preparation or transmittal of any proposal or material submitted in response to this RFP. All responses and documentation become the property of the City of National City.

## **SELECTION PROCESS AND PROPOSAL EVALUATION**

The Contract award(s) will be made after reviewing the written RFP and panel interview results (if necessary). This RFP does not indicate a commitment by the City to award a contract to any successful respondent. The City may award a contract to more than one respondent.

The proposals will be reviewed based on qualifications, specific experience, references, familiarity with the services, fees, and then rated according to which medical facility best meets the City's requirements.

## **KEY CONSIDERATIONS & EVALUATION CRITERIA**

The RFP responses will be evaluated based upon the following:

- Respondent's demonstrated expertise based on pre-placement and medical services studies on behalf of clients similar to the City of National City.
- Perceived ability of facility to meet the needs of the City of National City.
- Pricing/Fees.
- Customer Service to National City and its employees.

## **GENERAL INFORMATION**

The City of National City reserves the right to reject any and all proposals should it be deemed in its best interest to do so. All proposals and related materials become the property of the City of National City and may be returned only at its option. The City of National City is not obligated to accept any proposal or to negotiate with any respondent. All transactions are subject to the final approval of the City of National City which reserves the right to reject any or all proposals without cause or liability.

It is recognized that the formal basis of any agreement between the City and the medical facility is a contract rather than a proposal. In submitting price quotes, respondents must indicate that they are prepared to complete a contract containing all the information submitted in their price quote. The price quote will become part of the contract between the City and the successful respondent. All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information or presentation) will be borne by the proposer. The selected responder will be required to enter into an agreement with the City of National City utilizing the City of National City "Standard Agreement for Services." A copy of the "Agreement" is incorporated herein as "Attachment B."

Sealed proposals may be submitted in person to the Human Resources Department, or via US Mail, or express courier and must be received by **6:00 p.m., Tuesday, June 13, 2017**. Submissions after this deadline will not be accepted. All inquiries and/or requests for clarification of the RFP (or to request an e-copy of this RFP) shall be submitted by email to Cindy Titgen, Consultant, at [ctitgen@nationalcityca.gov](mailto:ctitgen@nationalcityca.gov). All requests for clarification must be received no later than **5:30 p.m., Wednesday, May 17, 2017**. Requests for clarification received after this date will be discarded.

The evaluation process may include review of qualifications by a panel of City staff (RFP Team) assigned by the Deputy City Manager and any other person(s) designated by the City. The City reserves the right, where it may serve the best interest of the City, to request additional information and clarification from medical facilities. At the discretion of the City, respondents submitting proposals may be requested to make oral presentations as part of the evaluation process. Should oral presentations be necessary, it is anticipated they will be scheduled for June/July 2017.

The City retains sole discretion to evaluate proposals and may make an award to the medical facility the City deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the City in any way to engage any medical facility and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

All quotes, inquiries, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the respondent will become property of the City and a matter of public record. Any changes to this RFP by the City will be sent to each respondent to whom an RFP has been sent. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP.

Upon final selection of the medical facility(ies), the scope of service may be modified and refined during negotiations with the City.

#### **COMPENSATION AND REIMBURSEMENT**

Compensation for the scope of work defined in this Request for Proposal (RFP) will be the amount for the medical services as needed and described in Attachment A.

#### **ADDITIONAL SUBMISSION INFORMATION**

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. All costs incurred during proposal preparation or in any way associated with the Respondent's preparations, submission, presentation, or oral interview shall be the sole responsibility of the Respondent. If awarded a contract, the Respondent shall maintain insurance coverage, including errors and omissions, medical malpractice, and workers' compensation, reflecting the minimum amounts and conditions specified by the City.

#### **UNDUE INFLUENCE**

The Respondent declares and warrants that no undue influence or pressure has been used against or in concert with any officer or employee of the City in connection with the award or terms of the Agreement that will be executed as a result of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City will receive compensation, directly or indirectly, from the vendor, or from any officer, employee or agent of the vendor, in connection with the award of the Agreement or any work to be conducted as a result of the RFP. Violation of this Section shall be a material breach of the Agreement/Contract entitling the City to any and all remedies by law or in equity.

#### **APPLICABLE LAWS**

The contract awarded shall be governed in all respect by the laws of the State of California, and any litigation related to the contract or this RFP shall be brought in the State of California, with a venue of the San Diego Superior Courts. The firm awarded the contract shall comply with all applicable Federal, State, and local laws and regulations.